



TOWN OF WESTFORD  
**OFFICE OF THE TOWN MANAGER**

TOWN HALL  
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**2016 STRATEGIC PLANNING RETREAT AGENDA**

The purpose of this retreat is to:

*Support and engage in an annual Strategic Planning Retreat devoted to town-wide policy identification, prioritization, discussion and development with standing boards, committees, management staff, and residents at large.*

DATE: Thursday, June 16<sup>th</sup>  
TIME: 5:30 pm – 8:30 pm  
LOCATION: Kimball Farm  
INVITEES: All town board and committee members, all department heads, residents, local businesses

**DRAFT AGENDA:**

1. (5:15 – 5:30) Registration
2. (5:30 – 5:40) Welcome and opening remarks
3. (5:40 – 6:30) Overview of proposed large Capital/Facility Projects
  - *Brief update on new Center Fire Station/Combined Dispatch/replacement of Center Building*
  - *Proposed rehabilitation of the Roudenbush Community Center*
  - *Report on location of Recreation Department/Master Plan*
  - *Report on Library Expansion Grants(s) and Project*
4. (6:30 – 7:10) Dinner/Poster Exhibits
5. (7:10 – 8:00) Facilitated breakout sessions (4)
6. (8:00 – 8:10) Ice cream break
7. (8:10 – 8:30) Final session – Facilitator reports and closing statements

**Large Capital/Facility Projects to be discussed:**

- 1. Brief update on New Center Fire Station** – Provide design update and share progress on the new Center Fire Station and Combined Dispatch facility. Seek input from residents and board/committee members regarding needs for new replacement facility on current center fire station site.
- 2. Proposed rehabilitation of the Roudenbush Facility** – Present and discuss design options for the Roudenbush historic rehabilitation and improvement project.
- 3. Report on Recreation Facility/Master Plan** – Present and discuss recreation master plan and possible short and long term facilities. Discuss survey results and recommendation from the Recreation Master Plan for a feasibility study.
- 4. Library Expansion Grant(s) & Project** – Discuss Library Planning & Design Grant deliverables and potential future Massachusetts Public Library Construction Project grant submittal time line.

**Other Exhibits:**

1. **Open Space and Recreation Master Plan** – Update of Open Space and Recreation Plan: surveys, trails and maps for perusal and education.
2. **Healthy Community Initiative/ Pedestrian Safety Committee/Complete Street Policy** – Provide an overview of the Healthy Community impetus; discuss sidewalk and other pedestrian safety issues. Report on prioritization of sidewalk needs in town.
3. **Disability Commission** – Provide an update on this new Commission and its initiatives and insights for the Westford community.
4. **12 North Main Street** – Provide update on the current status of the abandoned industrial site, and discuss formulation of Request for Proposals for reuse.
5. **Stormwater Management Master Plan** – Review of volumes 1 - 3 of the forthcoming master plan, including a gap analysis for EPA permit compliance, a draft Capital Improvement Plan and the town's Operation & Maintenance responsibilities for all our stormwater assets.
6. **Elder and Veterans Issues** – Highlight challenges, issues and solutions for these two critical citizen demographics.
7. **New Pavement Management System** – Highlight this new performance tool providing pavement analysis, maintenance, prioritization and repair data.